UERPC COMMISSION BOARD
MINUTES OF MAY 3, 2018 MEETING

MEMBERS PRESENT: Jack Knight, Mary Koopman, Larry Schellhammer, Ron McCartney, Patti Ruff, Jerry Schroeder, Roger Arthur, Janell Bradley, Leon Griebenow, Sue Updegraff, Mark Bohle, Jan McGovern, Alison Holten, Mark Kuhn, Nina Taylor, and Dean Thompson.

MEMBERS ABSENT: Dan Canton, Peggy Sherrets and Michael Klimesh

OTHERS PRESENT: Rachelle Howe, Karen Cooper, Lori Brockway, Fern Rissman and Diana Johnson

Chairman Mark Kuhn called the meeting to order at 1:00 pm at UERPC's Postville office. Introductions were made, and roll call was taken. A quorum was present.

APPROVAL OF AGENDA: Motion was requested for approval of the agenda. A motion was made for approval by Koopman; seconded by Holten. No further discussion. Motion carried unanimously.

APPROVAL OF MINUTES: Motion was requested for approval of the minutes of the January 18, 2018 meeting. A motion was made for approval by Updegraff; seconded by Thompson. No further discussion. Motion carried unanimously.

DISBURSEMENTS: Cooper presented the list of disbursements from January 1, 2018 to March 31, 2018 to the board for review. A motion was made by Griebenow; seconded by Bohle to approve these disbursements for UERPC. No further discussion. Motion carried unanimously.

TREASURER'S REPORT: Cooper also presented the treasurer's report to the board for review. A motion was made by McGovern; seconded by Bohle to approve the treasurer's report as presented. No further discussion. Motion carried unanimously.

ADJUSTED BUDGET: Cooper explained the items within the budget that needed to be adjusted. After discussion, a motion was made by Bradley, seconded by Taylor to approve the FY18 adjusted budget. No further discussion. Motion carried unanimously.

PROPOSED BUDGET: Cooper also explained the FY19 proposed budget and line items within it. A motion was made by Bohle, seconded by Holten to approve the FY19 proposed budget. No further discussion. Motion carried unanimously.

PAY PLAN: Howe and Kuhn explained the pay plan items, steps taken to secure a new pay plan and how the executive board had recommended the approval of the pay plan. A motion was made by Thompson, seconded by Bohle to approve the pay plan with the board deciding the Consumer Price Index/Cost of Living (CPI) method moving forward. No further discussion. Motion carried with McCartney voting nay.

PAY PLAN INCREASES: Howe explained that the increases will affect the UERPC budget by approximately $22,000. Arthur made a motion to approve the pay plan increases, seconded by Taylor. No further discussion. Motion carried unanimously.

FINANCIAL PROCEDURES MANUAL: Cooper presented the financial procedures manual and explained new segregation of duties as requested by the auditors. A motion was made by Holten, seconded by Koopman to approve the updated financial procedures manual. No further discussion. Motion carried unanimously.

EDA SCOPE OF WORK: A copy of the EDA scope of work was provided to the board. Howe discussed the various items included in the scope of work. A motion was made by McGovern, seconded by Updegraff to approve the EDA scope of work for 2019-2020. No further discussion. Motion carried unanimously.

EXECUTIVE BOARD MEETING: Kuhn explained the executive board had discussed the pay plan and DOT matching funds.

EXECUTIVE DIRECTOR'S UPDATE: Howe had prepared a director's report and sent within the board packets. She highlighted the recent submission of four housing CDBGs and three economic development CDBGs. She also discussed her future visits with area leaders.

FLOOR ITEMS: Griebenow discussed if there was a way to pool resources for IT support.

NEXT MEETING: The next meeting is scheduled for Thursday, August 2, 2018 at 1:00 pm at the Postville office.

ADJOURNMENT: Motion by Bohle; seconded by Knight to adjourn the meeting. No further discussion. Motion carried unanimously. Meeting adjourned at 1:58 pm.

The above constitutes my interpretation of the matters discussed and the decisions reached. Please contact the undersigned for any corrections or omissions.

/s/ Diana Johnson, Recording Secretary